

BUSINESS BANKING QUICKBOOKS ONLINE CONNECTION

Introduction

Before beginning this process, please update all accounts using the current connection.

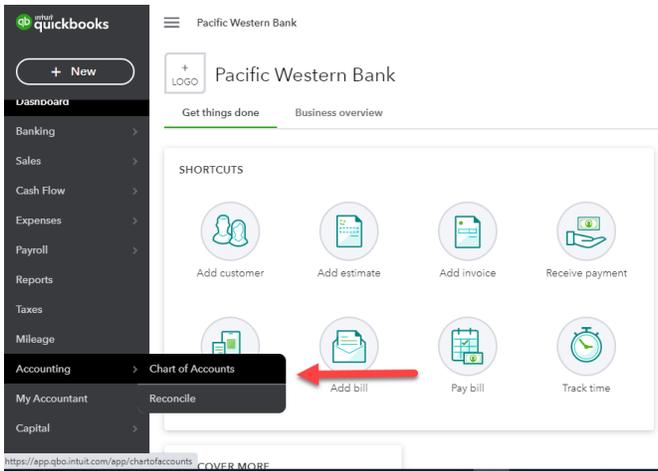
***Note:** Some transactions may be duplicated as a result of this process. Updating the accounts prior to the change will enable a smoother clean up should this occur.

IMPORTANT: Before you begin to connect your bank accounts and/or credit card accounts to Pacific Western Bank, you will need a user ID and password. If you do not have these login credentials, please contact us at 1.800.350.3557 Monday-Friday, 8AM-5PM PST (these credentials are not the same as your online banking login credentials).

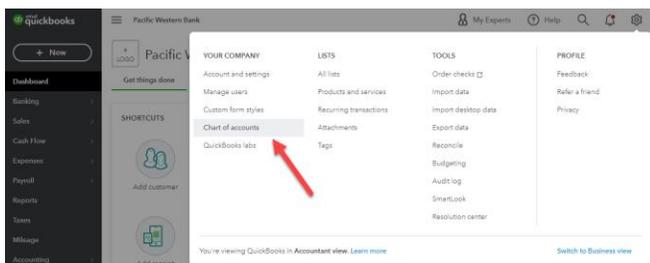
Procedure

NOTE: If you are doing a **NEW SETUP**, skip to step 10.

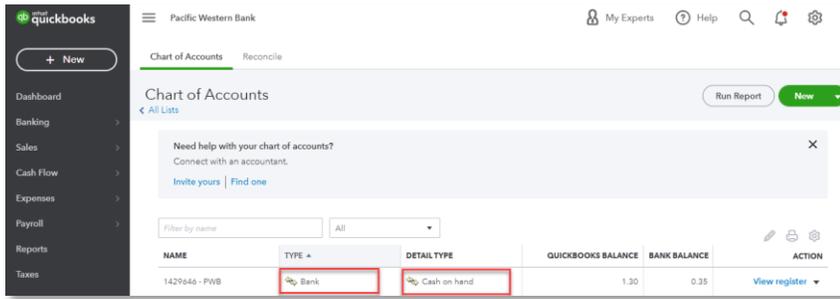
1. If an account has been “linked” or “connected” to a bank application, the account connection to the previous bank or application will need to be disconnected and reconnected to the new bank application.
2. To determine if an account is “connected” to a bank connection:
 - A. Go to **Transactions > Accounting > Chart of Accounts** on the right hand side **OR** (step B)



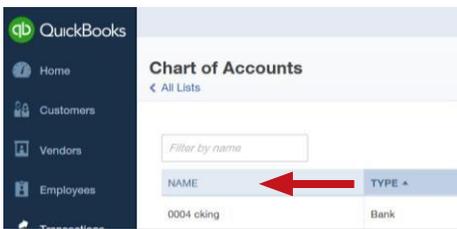
- B. Locate **YOUR COMPANY** on top right hand tool bar > select **Chart of accounts** below.



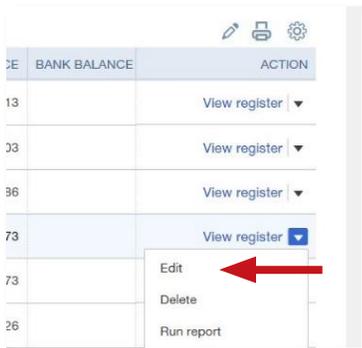
3. If the account has a double arrow under the type or detail type, it is connected.



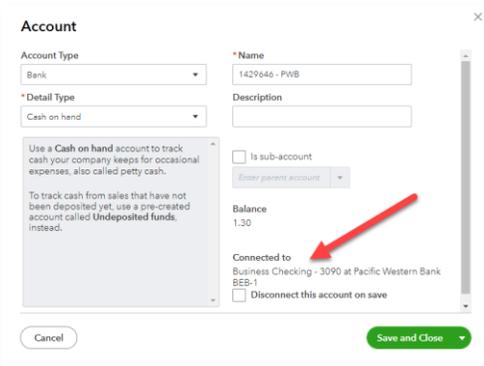
4. **Disconnect Account(s).** Locate the account to disconnect from the Chart of Accounts. ***Note:** If you have multiple accounts to deactivate, you have to repeat this process for each account one at a time.



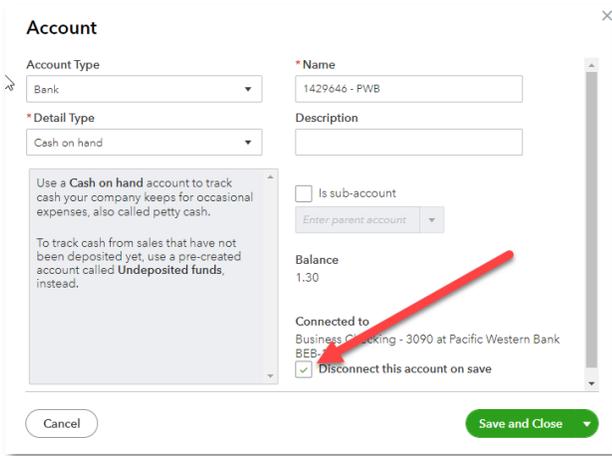
5. Under ACTION column, **click on the down arrow** and select **Edit**.



6. The Account Edit screen will open and at the bottom right the “Connected to” will list the bank this account is currently connected to.



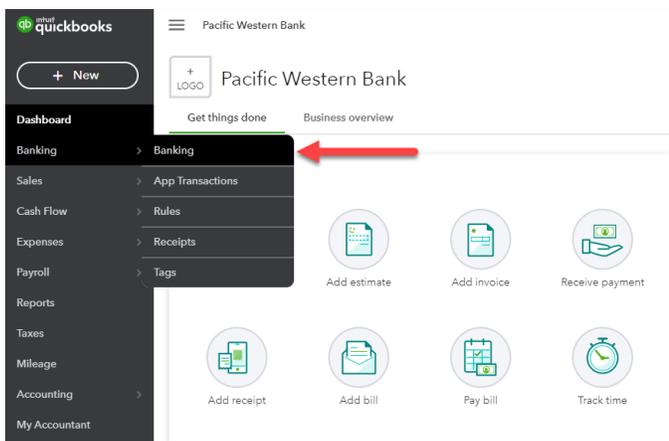
7. Click the check box next to **Disconnect this account on save**, then click the **Save and Close** button.



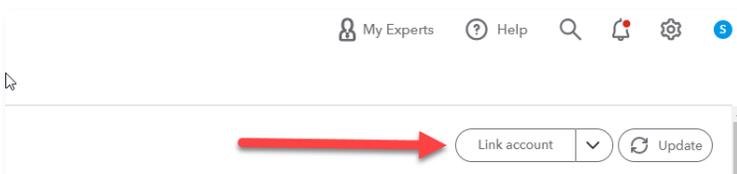
8. The account will no longer have the connection indicator under TYPE and DETAIL TYPE.

NAME	TYPE	DETAIL TYPE
0004 cking	Bank	Cash on hand
2345 cking	Bank	Cash on hand
7890 cking	Bank	Cash on hand
Cash on hand	Bank	Cash on hand
Checking	Bank	Checking

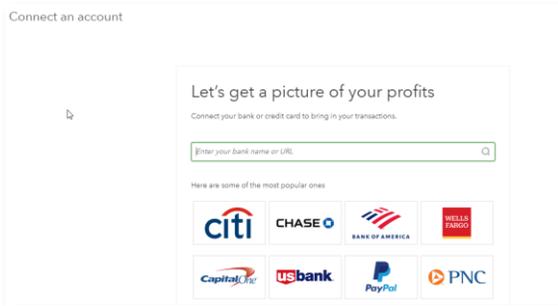
9. To reconnect the account to the new bank connection, go to **Banking > Banking**.



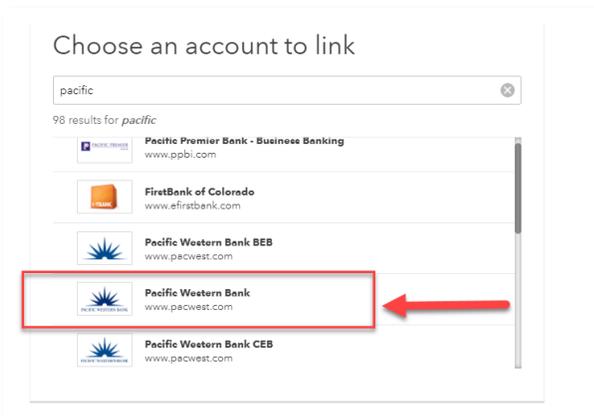
10. From the top right hand side > **Link account**.



11. The “Connect an account” window will open.

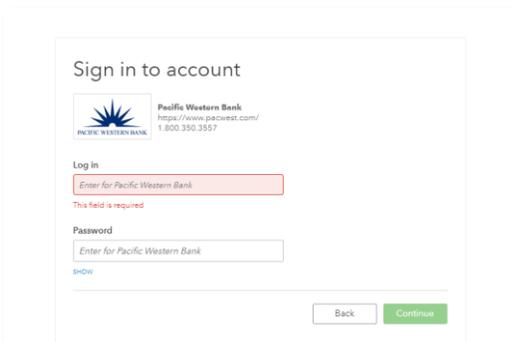


12. After typing in **Pacific Western Bank**, select **Pacific Western Bank**.



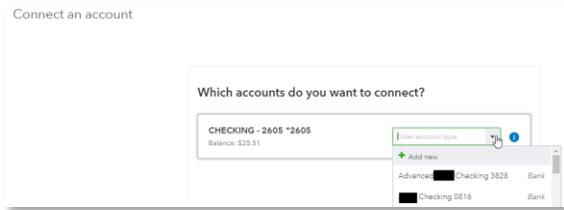
13. If you have received your special QuickBooks access credentials, then you may enter your Log In user name and password*.

***Note:** This password can only be changed by Pacific Western Bank. QuickBooks Online application does not facilitate password changes.

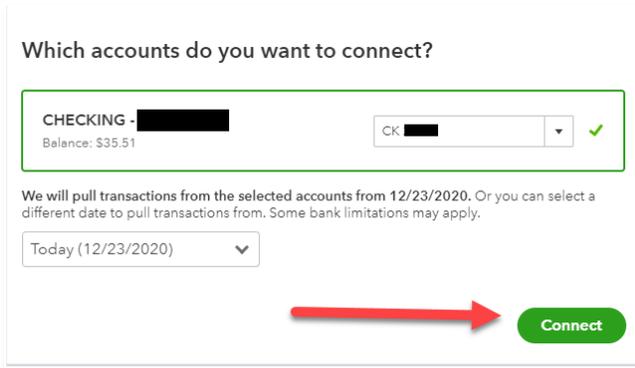


- Carefully review the accounts returned for connection.
- Select only the accounts you wish to connect.

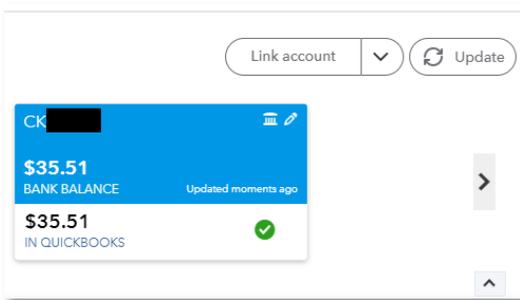
14. Select the account in QuickBooks Online you would like to connect.



15. Once finished, click **Connect** to continue the connection.



16. Once the QuickBooks account(s) are set up for online services, you will get a message **Connection Complete** and be redirected to the Dashboard screen. On the far right side you will see the new account added:



17. *There is a possibility of duplication of transactions as the reconnect function will not examine transactions to determine if they are duplicates. Please review your transactions.

If you have trouble or need a password reset, please contact us by emailing or calling us at 1.800.350.3557 Monday-Friday, 8AM-5PM PST.

Thank you for making these important changes!